

**Minutes of the
Regular Trustee Meeting of the
Salt Spring Island Fire Protection District**

Date: January 20, 2025

Location: Training Room, Ganges Fire Hall
105 Lower Ganges Road, Salt Spring Island and Electronic Meeting (Microsoft TEAMS)

Members Present: Rollie Cook, Chair
David Courtney, Trustee
Mary Lynn Hetherington, Trustee
Dennis Lucarelli, Trustee
Rob Oliver, Trustee
John Wakefield, Trustee
Robin Williams, Trustee

Staff Members Present: Rodney Dieleman, Corporate Administrator and Financial Officer
Jamie Holmes, Fire Chief
Mysha Dewer-McLelland, Salt Spring Island Fire Fighter's Association Treasurer
Hans Hazenboom, Owners Representative for New Fire Hall Project
Sarah Shugar, Recorder

Others Present: Gulf Islands Driftwood Reporter (Teams)
Laura Patrick, Islands Trust Local Trustee
7 members of the public

These minutes follow the order of the agenda although the sequence may have varied.

1. CALL TO ORDER

Chair Cook called the meeting to order at 7:00 p.m. and acknowledged that the meeting is being held in the unceded territories of the Coast Salish Peoples.

2. TOWN HALL

Chair Cook opened the Town Hall at 7:01 p.m.

Islands Trust Local Trustee Laura Patrick noted the Local Trust Committee's Official Community Plan and Land Use Bylaw Update project is in process, encouraged the Trustees to become involved in the public engagement process and expressed support for collaboration.

A member of the public reported they have been advocates for increasing Paid-on Call (POC) compensation and acknowledged that the recent increase to POC wages was long overdue. The member of the public asked Chief Holmes whether POC members can respond on equipment independently of career members or whether a career member must be on the equipment to respond. Chief Holmes reported first out apparatus is staffed by career

members as career members are on shift 24/7 and subsequent apparatus can be staffed by POC members. The member of the public asked for further clarification. Chief Holmes advised that when the pager goes off, the career staff that are on shift respond to the call as well as POC members respond to the call. POC members can respond in apparatus once they have enough staff. The member of the public commented on the Driftwood article regarding the District exploring locations for a new fire hall in the North End that would provide better response times, commented that the North End and North Beach Road area are approximately 13 minutes response time from Ganges and asked for clarification regarding whether an unstaffed apparatus garage in the North End would provide better response time to that area. Chief Holmes reported the strategic plan includes moving Central Fire Hall location further north to provide better coverage. The member of the public noted the strategic plan recommends transparency and value and recognized that there may be little to be done to address staffing costs and noted it is interesting to compare Statement of Financial Information (SOFI) reports, specifically that Captain salaries are \$100,000 more per year on Salt Spring Island than Captain salaries in Calgary. The member of the public also advised the Nanaimo SOFI report shows a Captain salary ranges between \$134,000 to \$161,000. Chief Holmes reported it may be an inaccurate comparison as the District's SOFI report includes overtime and the other SOFI reports may not be inclusive of overtime.

A member of the public asked if the salaries are public information. Chief Holmes reported the District issues a Statement of Financial Information (SOFI) report each year as part of its financial reporting process that is inclusive of base salaries and remuneration. CAO Dieleman reported the IAFF Union contract is also available to the public.

3. APPROVAL OF AGENDA

The following items were presented for inclusion in the agenda:

- Item 6.2 Letter to MLA Botterell dated January 15, 2025 invitation to lunch meeting and site tour
- Item 7.2 Salt Spring Island Fire Fighters' Association Report – January 2025

By general consent, the agenda was approved as amended.

4. BOARD MINUTES

4.1 Minutes of the Regular Trustee meeting held December 16, 2024

2025-001

MOVED by Trustee Wakefield, SECONDED by Trustee Hetherington,

That the draft minutes of the Regular Trustee meeting held December 16, 2024 be adopted.

CARRIED

5. STANDING COMMITTEE REPORTS

5.1 Communications & Marketing Committee

5.1.1 Minutes of the January 16, 2025 meeting

The minutes were received for information.

5.2 Finance & Audit Committee – None

5.3 Joint Occupational Health & Wellness Committee

5.3.1 Minutes of the December 18, 2024 meeting

The minutes were received for information.

5.4 Strategic Planning & Policy Development Committee

5.4.1 Minutes of the January 16, 2025 meeting

The minutes were received for information.

6. CORRESPONDENCE

6.1 Email received from J. Lucich dated January 7, 2025 regarding Emergency Call Data

6.2 Letter to MLA Botterell dated January 15, 2025 invitation to lunch meeting and site tour

The correspondence items were received.

7. REPORTS

7.1 Fire Chief's Report – December 2024

Chief Holmes presented the Fire Chief Report for December 2024 and provided an update on the Response Report. Chief Holmes recommended that "Bylaw" be categorized as "assistance" and "alarm" be categorized as "fire" starting in the January 2025 Response Report as a more accurate way to categorize the calls based on apparatus and staffing that respond.

By general consent, the Board of Trustees agreed that "Bylaw" will be categorized as "assistance" and "alarm" will be categorized as "fire" starting in the January 2025 Response report.

By general consent, the report was received for information.

7.2 Salt Spring Island Fire Fighters' Association Report – January 2025

Salt Spring Island Fire Fighter's Association Treasurer Dewar-McLelland presented the Association report for January 2025.

By general consent, the report was received for information.

7.3 CAO Reports

7.3.1 Budget Report to November 30, 2024

CAO Dieleman presented the budget report to November 30, 2024. Received the Fire Smart income in December report.

The budget report was received for information.

7.3.2 Driftwood Article dated November 27, 2024 re: Fire Hall Tour

Received for information.

7.3.3 Driftwood Article dated December 25, 2024 re: Search for Northern Hall Site

Received for information.

7.3.4 Driftwood Notice dated January 1, 2025 re: 2025 Meeting Schedule

Received for information.

7.3.5 Driftwood Article dated January 15, 2024 re: Jones Road Fire

Received for information.

8. OLD BUSINESS

8.1 New Fire Hall Project

8.1.1 New Fire Hall Project Status Update to December 31, 2024

Owners Representative H. Hazenboom presented the New Fire Hall Project Status Update report to December 31, 2024. H. Hazenboom reported the estimated completion date of October 31, 2025 has been extended to December 31, 2025 due to a delay in steel construction. Chief Holmes advised MKM had expedited the project schedule and the project is within the expected timeline even with the structural steel delay. Chair Cook expressed appreciation to H. Hazenboom and the new fire hall project team.

By general consent, the report was received.

9. NEW BUSINESS

9.1 Draft Trustee Election Procedures Policy AG-4201-01

CAO Dieleman presented Draft Trustee Election Procedures Policy AG-4201-01 and reported Draft Trustee Election Procedures Policy AG-4201-01 follows the Ministry of Municipal Affairs Improvement District Election Procedures Template. The new

policy would replace Bylaw 144 - Election and Assent Voting Bylaw No 144 as the Province has recommended that Election procedures be provided in a policy.

By general consent, the Board of Trustees received Draft Trustee Election Policy AG-4201-01 for information and that the Draft Trustee Election Policy AG-4201-01 will be considered for approval at the next meeting and the Board of Trustees provide notice that Bylaw No. 144 cited as "Election and Assent Voting Bylaw No 144" would be repealed when the Trustee Election Procedures Policy is approved.

9.2 2025 Trustee Election

9.2.1 Appointment of Returning Officer

CAO Dieleman recommended the Board of Trustees to appoint a Returning Officer for the 2025 Trustee Election. It was noted that the Strategic Planning and Policy Development recommended the Returning Officer to plan for two voting locations for the 2025 Trustee Election to increase voter participation that would include a voting location in the south end of the island and a voting location in the Central area of the island and that the voting locations be accessible and that the 2025 Election Nomination forms and the request for mail in ballot be added to the landing page of the webpage to increase voter accessibility.

2025-002

MOVED by Trustee Wakefield, SECONDED by Trustee Oliver,

That the Board of Trustees appoint Anthony Kennedy as Returning Officer for the 2025 Trustee Election.

CARRIED

9.2.2 2025 Trustee Governance and Strategic Planning Workshop

CAO Dieleman reported staff will schedule the 2025 Trustee Governance and Strategic Planning Workshop following the 2025 AGM.

10. BYLAWS

10.1 Notice to Repeal Bylaw No. 144 cited as "Election and Assent Voting Bylaw No. 144"

By general consent, the Board of Trustees give notice that Bylaw No. 144 cited as "Election and Assent Voting Bylaw No. 144" will be repealed when the Draft Trustee Election Procedures Policy AG-4201-01 is approved at a future meeting.

11. DELEGATIONS – None

12. IN-CAMERA MEETING

12.1 Motion to Close the Meeting

2025-003

MOVED by Trustee Hetherington, SECONDED by Trustee Oliver,

That the Board of Trustees close this meeting to the public subject to Community Charter Section 90 (1): (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and that staff be invited to remain.

CARRIED

The items of business to be considered in the in-camera meeting are approval of in camera meeting minutes, potential land acquisition and service contracts.

The meeting moved In camera at 7:50 p.m.

12.2 Motion to Re-open the Meeting

2025-004

MOVED by Trustee Hetherington, SECONDED by Trustee Oliver,

That the Board of Trustees re-open this meeting to a public session.

CARRIED

The meeting re-opened at 8:24 p.m.

12.3 Arise and Report

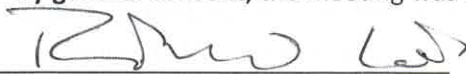
The minutes of the In-camera Meeting held November 18, 2024 were adopted and the minutes of the New Fire Hall Project Steering Committee In-camera meetings held December 12, 2024 and January 9, 2025 were received for information.

13. NEXT MEETING

The next regular meeting is scheduled on February 24, 2025 at 7:00 p.m. at the Ganges Fire Hall Training Room.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 8:25 p.m.



Rollie Cook

Chair, Board of Trustees



Rodney Dieleman

Corporate Administrator